



Operations

**AETC COMMAND POSTS (CP)****----- Compliance with this publication is mandatory -----**

This instruction implements AFD 10-2, *Readiness*, and expands the guidance found in AFI 10-207, *Command and Control*. It applies to AETC command posts (CP) and AETC-gained Air National Guard (ANG) units (when published in the ANGIND 2). All AETC CPs will adhere to the requirements established by AFI 10-207, DoD and other Air Force directives applicable to command and control (C2) operations, and this instruction. See attachment 1 for a glossary of references, abbreviations, acronyms, and terms. This instruction briefly covers maintenance operations center (MOC) responsibilities, but is not applicable to MOCs supported by contract maintenance. Forward change or waiver requests (in writing) to this instruction and any conflicts between this instruction and other directives to the AETC Air Operations Squadron, Command Control Flight (AETC AOS/AOC).

**SUMMARY OF REVISIONS**

Updates previous publication (AETC Sup 1 to AFI 10-207) in its entirety. Obsoletes AETC Form 626.

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**Section A--Organization and Functions**

**1. Executive Agents.** The CP is the 24 hour a day executive agent for the wing commander. It provides C2 support to all tenant units. The range of CP functions ultimately depends on the missions of the host and tenant units and the priority given to each mission based on urgency and importance.

1.1. As part of the HQ AETC Command Control System, the 12 FTW CP is also tasked with providing 24-hour-a-day C2 operational support to the AETC Commander, Air Force Personnel Center (AFPC) Commander, 19 AF Commander, and Air Force Recruiting Service (AFRS) Commander at Randolph AFB. Therefore, the 12 FTW CP will be referred to as the Randolph Command Center (RCC).

1.2. The OPR for AETC C2 policy and guidance is AETC AOS/AOC, which serves as an executive agent for the HQ AETC Director of Operations (HQ AETC/DO) and the AETC Commander.

**2. Tenant Support.** AETC CPs will establish formal memorandums of understanding or agreement (MOU or MOA) with tenant units to ensure applicable support

requirements are documented. Coordinate tenant MOUs or MOAs with AETC AOS/AOC prior to implementation. Send a copy of the proposed written agreements to AETC AOS/AOC, 1 F Street Suite 2, Randolph AFB TX 78150-4325.

**3. Battle Staff.** The CP will maintain a permanent position on the battle staff to ensure the wing staff is aware of C2 actions affecting wing operations and to interface between the battle staff and console operations.

**Section B--Responsibilities**

**4. AETC AOS/AOC.** AETC AOS/AOC personnel will:

4.1. Develop and publish AETC C2 policy and procedures.

4.2. Develop and publish emergency action procedures-AETC (EAP-AETC) in support of the AETC Commander and emergency action procedures of the Chief of Staff, United States Air Force (EAP-CSAF).

4.3. Monitor, manage, and provide AETC-specific guidance on the Status of Resources and Training System (SORTS) according to AFI 10-201, *Status of Resources*

and Training System, and its AETC Sup 1.

4.4. Develop AETC operational reporting according to AFMAN 10-206, *Operational Reporting*.

4.5. Serve as the AETC 1C3X1 functional area manager.

4.6. Ensure unit CP manning complies with the Air Force manpower standard (AFMS) 135A.

4.7. Source 1C3X1 personnel for temporary contingency operations requirements.

4.8. Serve as the OPR for AETCI 10-201, *HQ AETC Duty Hours and Availability of Key Staff Members*, and AETCI 10-204, *Availability of Air Education and Training Command (AETC) Commanders*.

4.9. Serve as the cognizant authority for address indicator group (AIG) 8645.

**5. Randolph Command Center (RCC).** The RCC will:

5.1. Send emergency action (EA) messages to AETC units.

5.2. Maintain connectivity with AETC unit command posts and monitor the status of AETC subordinate activities.

5.3. Support AETC operational and significant event and incident reporting.

5.4. Develop, maintain currency, and distribute a comprehensive command training program that includes mandatory qualification requirements from the 1C3X1 Career Field Education and Training Plan (CFETP). Coordinate the training program with AETC AOS/AOC prior to distribution. Author and distribute an exercise EA message schedule to AETC units. (Coordinate the schedule with AETC AOS/AOC prior to distribution.)

5.6. Notify AETC senior staff members about applicable situations.

5.6.1. Relay to AETC Protocol any unscheduled arrivals and departures of a code 5 or higher distinguished visitor (DV) at AETC bases.

5.6.2. Track the availability of AETC commanders according to AETCI 10-204.

5.7. Preannounce messages requiring immediate unit action via the Emergency Notification System (ENS).

**6. AETC Wing Commanders.** These commanders will:

6.1. Ensure the CP and MOC are manned and equipped as required by AFI 10-207; AFI 21-101, *Maintenance Management of Aircraft*; AETCI 21-101, volume 2, *Maintenance Management of Aerospace Equipment*; and this instruction.

6.2. Personally interview and certify each EA controller prior to his or her assuming CP duties. The vice wing commander will interview and certify controllers if the wing commander is absent (TDY or leave) for an extended period of time.

6.3. Place CP and MOC shift workers on separate rations status, or as a minimum, ensure controllers are reimbursed for missed meals as a result of shift work, exercises, or contingencies.

6.4. With the exception of additional duties within the CP and MOC, ensure CP and MOC shift workers are exempted from performing additional base details.

6.5. Ensure host-tenant C2 support agreements are in writing and coordinated with AETC AOS/AOC to ensure responsibilities, level of service, and operational requirements are specifically defined.

**7. CP Managers.** These managers will:

7.1. Brief the host wing commander and, if applicable, tenant unit commanders on the contents of AFI 10-207 and this instruction.

7.2. Appoint primary and alternate CP training managers to maintain and administer a controller training program. Ideally, these individuals should be the most qualified person in the unit's C2 operations.

7.3. Institute procedures to ensure the immediate relay of EA information to lateral and subordinate agencies.

7.4. Ensure CP operating instructions (OI) and checklists are developed, coordinated, maintained, current, and available for use.

7.4.1. Coordinate treaty checklists with the base treaty control officer (TCO).

7.5. Establish and maintain a CP publications library, a forms account, and an approved administrative filing system. See attachment 2 for recommended publications.

7.6. Establish and maintain a supply organization code and an equipment account for the CP. **NOTE:** CP controllers performing shift work duties should not normally be tasked as equipment account custodians unless manning levels dictate otherwise.

7.7. Appoint a CP security manager who, together with the unit resource protection program manager, will ensure appropriate physical security measures are in place, trained, and maintained.

7.8. Establish a Top Secret control account and appoint primary and alternate Top Secret control officers, where required.

7.9. Appoint a communications security (COMSEC) responsible officer and alternates and maintain a COMSEC materials program.

7.10. Appoint a self-inspection program monitor and develop a self-inspection program.

7.11. Be a primary member of the wing battle staff.

7.12. Develop written procedures and exercise the capability to adequately perform C2 operations in support of the unit's missions from an alternate facility on at least an annual basis. Determine publications and materials required to support operations at the alternate command post (ACP). Ensure security for transport of classified and COMSEC material is in accordance with applicable security directives.

7.13. Maintain a controller information file (CIF) containing information of a temporary nature pertinent to CP operations and controller personnel. Establish procedures to periodically screen the CIF and remove items that have been reviewed by controllers and are no longer applicable. File items of continuing value, incorporate them into local directives, or destroy them when no longer needed.

7.14. (*Not applicable to ANG*). Submit the CP and (if applicable) the MOC manning status according to this instruction.

7.15. Request formal TDY manning assistance through the local manning control unit (with an information copy to AETC AOS/AOC) any time assigned manning is projected to fall below 67 percent of authorized manning.

7.16. Acquire and maintain certification in EA and operational reporting procedures.

7.17. Establish MOUs or MOAs with tenant units, identifying EA, operational reporting, and notification and coordination support requirements where the AETC CP is the host CP.

7.18. Be knowledgeable in SORTS procedures (for example, have the ability to read and brief SORTS easy-read products).

7.19. Ensure the wing commander appoints and certifies primary and alternate wing SORTS monitors.

7.20. Ensure unit SORTS monitors are provided initial and recurring SORTS training and document the training according to AFI 10-201/AETC Sup 1.

7.21. Maintain a 6-month history of controller shift duty schedules.

7.22. Ensure controllers are trained to operate all CP communications equipment.

7.23. Where the CP is an addressee, ensure current listings of AIG messages and their modifications are maintained as follows:

7.23.1. AETC CPs are action addressees in AIG 8645.

7.23.2. CP plain language address changes are forwarded to the appropriate AIG cognizant authorities.

7.23.3. Current copies of AIG recapitulations and modifications are provided to each CP's servicing communications center.

7.24. Maintain current AETC CP policy and procedures (PP) bulletins according to this instruction (paragraph 30).

7.25. Send CP directory changes (including unit automatic digital network [AUTODIN] address, mailing address, e-mail address, primary and secondary DSN and commercial [nonsecure and secure] console phone numbers, CP manager's primary phone number, and the CP's FAX numbers [secure and nonsecure]) to the RCC and AETC AOS/AOC.

7.26. Review completed events logs on the next duty day.

7.27. Interview all personnel desiring to cross train into the 1C3X1 career field.

## **8. CP Training Managers.** These managers will:

8.1. Develop, manage, and conduct all CP training.

8.2. Administer CP initial, recurring, and refresher training (when applicable) according to the AETC master training outline. Conduct this training as outlined in AFI 10-207; AFI 36-2201, *Developing, Managing, and Conducting Training*; and this instruction.

8.3. Develop a master training matrix, forecasting coverage of all recurring CP training during a 1-year cycle.

8.4. Ensure training is accomplished by a certified controller who has at least 6 months of certified experience.

8.5. As a minimum, provide and document training on all checklists, communications systems, COMSEC responsibilities, ancillary training (generator operations, information and physical security topics, alternate communications, flying operations, emergency destruction and evacuation procedures, etc.), and operational reporting procedures.

**9. CP Controllers.** Controllers will:

9.1. Develop and maintain a thorough understanding of the EAP-AETC (to include receiving, validating and relaying emergency action messages (EAM), and initiating appropriate actions) and be familiar with unit operation plan (OPlan) commitments.

9.2. Maintain proficiency in the use of authentication documents.

9.3. Submit voice and record copy operational reports as required by AFMAN 10-206/AETC Sup 1 and other supported MAJCOM reporting requirements. (ANG units will comply with ANGI 10-206.)

9.4. Maintain proficiency in the use of all assigned C2 communications systems, to include as a minimum:

9.4.1. Defense Switched Network (DSN) telephone system.

9.4.2. AUTODIN.

9.4.3. ENS.

9.4.4. Global Command Control System (GCCS). Controllers will query the GCCS C2 newsgroups at least of once a day for message traffic.

9.4.5. Contingency C2 communications such as cellular telephones and (or) radio systems.

9.5. Track and monitor the arrival and departure of AETC general officers and wing commanders and the unscheduled arrival and departure of code 5 or higher DVs.

9.6. Monitor the location and provide a communication link for the commander, key staff members (or their designated representatives), and those individuals designated by the commander.

9.7. Maintain and report commander availability status according to AETCI 10-204.

9.8. Monitor resources and requirements of AETC War and Mobilization Plan (WMP), volumes I through V.

9.9. As determined locally, monitor the location and status of local and cross-country aircraft training missions.

9.10. Maintain proficiency for gathering and collating pertinent readiness data in order to submit the wing SORTS report according to AFI 10-201 and its AETC Sup 1 (if appointed as a primary or alternate SORTS monitor).

9.11. Maintain proficiency in establishing an ACP.

9.12. Maintain an events log according to this instruction.

9.13. Review the CIF prior to assuming each shift and annotate completion of the review according to local CP procedures.

9.14. Receive and initiate required actions on applicable Strategic Arms Reduction Treaty (START), Intermediate Range Nuclear Force (INF), Open Skies (OS), and Chemical Weapons Convention (CWC) messages in a timely manner.

9.15. Know and use proper message acknowledgment procedures. Acknowledgments to AETC AOS/AOC will be by record copy (message, fax, or e-mail) unless otherwise directed.

9.16. Control CP access unless increased operations dictate the use of a qualified entry controller as follows:

9.16.1. Restrict CP access to the assigned CP, wing senior staff, and other personnel with official CP business.

9.16.2. Authorize immediate access to emergency response personnel (fire department, security police, etc.) when responding to an emergency within the CP.

**10. Maintenance Operations Center (MOC).** The senior MOC controller, along with the CP manager, must ensure MOC responsibilities in AFI 21-101, AETCI 21-101 (volume 2), AFI 10-207, and local OIs are met. Units supported by contract maintenance will follow guidance as dictated in the statement of work (SOW) or performance work statement (PWS).

### Section C--Personnel

**11. CP and MOC Manning.** Use AFMS 135A to determine and distribute CP and MOC manning. The MOC should be staffed with maintenance personnel possessing knowledge of the automated maintenance management systems applicable to the installation, and these personnel must be qualified on at least one of the major weapon systems or items of equipment maintained.

11.1. AETC-assigned 1C3X1s and officer controllers must maintain a current Top Secret security clearance. The unit manpower document (UMD) should reflect security access requirement (SAR) code 2. MOC controllers must have at least a Secret clearance. The UMD should reflect SAR code 1.

11.2. CPs manned for more than one console position will have a minimum of two console controllers on duty at all times unless specifically exempted by a waiver from the AETC AOS/AOC. One of the positions will be manned by at least a 5-skill-level controller. Waivers must include the reasons for the request and contingency plans for recalling a second controller if needed. If a waiver to the two console position policy is granted, the onduty controller must be certified a minimum of 6 months and be at least a 5-skill level.

**12. Augmentees.** CPs will maintain a minimum of two certified CP augmentees under the resource augmentation duty (READY) program. Augmentees will be used during periods of austere manning, emergencies, contingencies, natural disasters, and (or) exercises as warranted. Augmentees will:

12.1. Complete certification training requirements according to this instruction.

12.2. Work at least two shifts per month.

12.3. Attend all formal training sessions.

12.4. Possess at least a Secret clearance. CPs with Top Secret accounts should make every effort to obtain augmentees possessing a final Top Secret clearance.

### 13. Console Duty:

13.1. The CP manpower standard considers 8-hour shifts normal for personnel performing console duties, but 12-hour shifts are authorized to compensate for personnel shortages, including leave or TDY.

13.2. Short absences from the immediate CP vicinity are authorized to perform entry control duties and for latrine breaks (when facilities are located outside the CP facility).

However, if a controller must leave the facility for an extended period, a replacement controller will be called in and a shift changeover will be completed prior to the original controller's departure.

13.2.1. Onduty EA controllers will not evacuate the CP except to prevent loss of life or when conditions require relocation. Units manned with two controller positions may evacuate one of the onduty controllers.

13.2.2. At the CP chief's discretion, CP relocation exercises may use other than an onduty controller. If the onduty controller is used, he or she must be replaced before relocation.

13.3. Scheduling agencies must consult with the CP chief or superintendent no later than the 15th day of the preceding month before scheduling shift personnel for any appointments (dental, medical, weighted airman promotion system [WAPS] testing, etc.) to prevent conflicts with shift duties.

13.4. A CP representative, usually a staff member, will attend mandatory meetings, (for example, Commander's call) and provide shift workers with written or verbal feedback.

**14. Manning Reports.** The CP manager will submit a monthly manning report to AETC AOS/AOC by the fifth duty day of each month which accurately depicts current CP and MOC manning (if applicable). (See attachment 3 for a sample report format.) Submit verbal updates as they occur. Add the following notations to the report:

14.1. Place an asterisk next to any data that changed from the previously submitted report.

14.2. Identify the primary and alternate SORTS monitor on the manning status report by including "(P)" or "(A)" next to the individual's name.

14.3. Include the promotion line number of selectees in parenthesis after their current grade and name.

14.4. Include all READY personnel information in the report.

14.5. In the remarks section, include any action or potential action that could impact manning (for example, PCS, TDY, retirement, etc).

**NOTE:** The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph 2.11.12 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

**Section D--Command Post (CP) Operations**

**15. General.** As a minimum, the CP will operate and execute the unit's mission by monitoring and managing the readiness and utilization of assigned personnel and resources; coordinating the base's response to national and local emergencies, disasters, contingencies, and civil disturbances; and monitoring battle staff, and unit operations during war and peacetime.

**16. Operating Instructions (OI).** Based on higher headquarters and (or) unit directives, prepare a set of OIs (according to AFI 37-160, volume 1) and numbered (according to AFI 37-160, volume 6), which provide specific policy and necessary guidance for controller actions. (*NOTE:* If complete actions can be prescribed by a checklist, an OI is not required.) Review OIs for currency on an annual basis. Document and maintain the current review. Attachment 4 lists suggested topics for CP OIs.

**17. Checklists:**

17.1. Use of checklists is mandatory. Use AETC Form 706, **Command Post Checklist**, or AF Form 2519, **All Purpose Checklist**.

17.2. Develop and maintain a current set of checklists outlining the minimum actions to be taken in response to emergencies, abnormal or recurring circumstances, receipt of EA messages, or direction to implement an OPlan.

17.3. Maximum checklist notifications for CP and MOC controllers will not exceed 15 for each function. Conferences will not be counted as a single notification unless another agency (such as the base operator) is responsible for establishing the conference. Use of the ENS constitutes one notification.

17.4. Index and tab checklist binders to facilitate ease of use.

17.5. Checklists fall into three categories, emergency action checklists (EAC), quick reaction checklists (QRC), and controller basic checklists (CBC):

17.5.1. EACs comply with EAP-AETC guidance and outline procedural measures taken to receive, validate, initiate, and disseminate vital information transmitted via EA messages. EACs will be maintained in a separate binder from other checklists.

17.5.2. QRCs will be brief and concise and lead controllers through an orderly and prioritized sequence of actions from initiation to completion. If detailed information or instructions are needed to enhance controller actions for a given situation, an OI should be

developed to supplement the QRC. (Attachment 5 lists recommended QRC subjects.)

17.5.3. CBCs address routine recurring subjects that are not time sensitive in nature to include recurring in-house controller requirements such as shift changeover, end-of-month changeover, and communication and equipment checks.

17.5.4. Checklist completion will be annotated in the events log.

17.6. CP managers will ensure all controller checklists are reviewed for currency annually. Document reviews on a review sheet and maintain the review sheet in the appropriate binder.

**18. Operational Reports.** Develop and maintain a reports continuity book or binder. Ensure it provides a quick reference to help controllers submit reports. Contents of this book should include:

18.1. AFMAN 10-206/AETC Sup 1. (ANGI 10-206 for ANG units.)

18.2. Reporting matrix.

18.3. Checklists providing step-by-step procedures to ensure reports are submitted in the proper United States message text format (USMTF) and content.

**19. Events Logs:**

19.1. Develop and maintain events logs on a locally generated form. Accomplish them by typewriter or computer.

19.2. Events logs will serve as the official record of events affecting the unit or CP function.

19.3. Maintain logs according to AFMAN 37-139, *Records Disposition Schedule*.

19.4. Classify, mark, and control logs according to content as prescribed in AFRD 31-4, *Information Security*, and AFI 37-132, *Air Force Privacy Act Program*. Make every effort to keep the events log unclassified.

19.5. Log entries will include enough information to allow for a full reconstruction of events and provide continuity to the following shift. When in doubt, log it.

19.6. Record entries in chronological sequence as soon as possible after the event and include time of occurrence.

19.7. Reference messages by the message classification, date-time group, and (or) originator. Log entries will

include, but are not limited to:

19.7.1 Controllers on duty.

19.7.2. Shift checklist completion.

19.7.3. Results of tests, exercises, or communication checks.

19.7.4. Emergency conditions.

19.7.5. Equipment and (or) communication failures and outages.

19.7.6. Weather notifications and descriptions or actions taken.

19.7.7. Arrival and departure of DVs.

19.7.8. Wing commander availability.

19.7.9. Submission of operational reports.

19.7.10. Completed or open EACs and QRCs.

19.7.11. Area security checks.

19.7.12. Summary of significant or unusual events and notifications not recorded elsewhere.

19.7.13. Changes to unit posture or preparedness.

19.8. Exercise logs are authorized to prevent lengthy exercise entries in the events log.

**20. Self-Inspections.** Establish a CP self-inspection program as follows:

20.1. Conduct self-inspections according to local unit directives or singularly as a CP-only function. Conduct self-inspections at least semiannually.

20.2. AETC AOS/AOC will provide CPs with a checklist of minimum inspection items to aid in the development of the CP self-inspection program. Tailor self-inspection programs to the organization's structure and mission.

20.3. Maintain the following items in a continuity binder or folder:

20.3.1. Self-inspection checklists providing comprehensive, semiannual (if applicable) inspections of all aspects of CP functions and procedures.

20.3.2. A current copy of the most recent IG and staff assistance visit (SAV) reports (as applicable).

20.3.3. Documentation and results of semiannual self-inspection reviews.

20.4. Develop a mechanism that will, according to importance or severity, direct inspection findings or problems to the proper level for action, attention, and resolution. Track findings or problems until they are resolved or waivers or assistance are obtained.

### ***Section E--Training, Testing, and Certification***

#### **21. Training Documents:**

21.1. Use the following AETC forms to document training, certification, and decertification:

21.1.1. AETC Form 820, **Controller Certification Record**, for documenting initial and refresher training certification.

21.1.2. AETC Form 821, **Recurring Training Record**, for documenting formal training. Documentation should be detailed enough to present a true picture of the training accomplished. Refer to a tape if the training was recorded. DO NOT tape Top Secret information.

21.1.3. AETC Form 822, **Test Results**, for documenting open and closed book examinations and scenario training evaluation results.

21.2. Maintain certification and recurring training records and forms in a single "command post training certification book" or "training documentation disk." This book or disk should be divided into four primary sections or data files as follows:

21.2.1. **Section I.** Maintain a separate, current AETC Form 820 for each assigned certified controller. Controllers are certified in EA and operational reporting. Identify SORTS-qualified controllers on AETC Form 820.

21.2.2. **Section II.** Maintain AETC Forms 821 from the previous 12 months.

21.2.3. **Section III.** Maintain CP self-study letters from the previous 12 months.

21.2.4. **Section IV.** Maintain AETC Forms 822 from the previous 12 months.

**22. Types of Training.** The CP training program consists of three training elements; initial or certification training, recurring training, and refresher training.

#### **22.1. Initial or Certification Training:**



22.1.1. This training prepares an individual to correctly perform assigned CP duties. Before beginning initial training, the training manager will interview the trainee and review his or her AF Form 623, **On-the-Job Training**, to determine the trainee's experience. The training manager will annotate this review on the trainee's AF Form 623a and tailor the trainee's initial training program accordingly.

22.1.2. The training manager will allow a maximum of 45 days of certification training time (75 days for initial assignment personnel) for newly assigned personnel with prior CP experience. If necessary, request a waiver from AETC AOS/AOC, stating the reason for the delay and expected date of certification. *ANG traditional guardsmen only:* Certification will be accomplished no later than 12 months for personnel with prior CP experience; and 18 months for initial assignment personnel.

22.2. **Recurring Training.** This training will be conducted on a monthly basis. It will consist of three basic types; formal, self-study, and examination training as follows:

22.2.1. **Formal Training.** This training is conducted during monthly controller training meetings. Every controller must attend the monthly meeting unless specifically excused by the CP manager. Training is conducted in a classroom-type environment with controllers presenting briefings on subjects listed in the unit training plan (UTP).

22.2.1.1. The training manager will assign controllers applicable briefing subjects in the monthly training letter. Attachment 6 contains a sample monthly training memorandum.

22.2.1.2. Controllers must complete missed training and document completion of missed training on the AETC Form 821 prior to assuming duty. Personnel who are absent 15 days or more, but less than 60 days (four consecutive unit training assembly periods for ANG), must make up formal training and review and annotate review of the CIF before assuming duty.

22.2.2. **Self-Study Training.** This training is performed monthly. The CP training manager publishes next month's training requirements in the self-study letter. Training requirements will cover areas requiring improvement, recurring requirements, new publications, and changes to publications or procedures.

### 22.2.3. **Examination Training:**

22.2.3.1. This training consists of one open-book, written, 25-question examination and one closed-book, written, 25-question EA examination each month. The minimum

passing score is 90 percent.

22.2.3.2. All examinations will be critiqued to 100 percent.

22.2.3.3. The training manager is responsible for the authoring of examinations.

22.2.3.4. If a controller fails two consecutive monthly written exams, he or she will be removed from console duties, administered supervised study covering areas of weakness, and retested.

22.3. **Refresher Training.** This training is a condensed version of certification training. Use refresher training for newly assigned controllers with prior C2 experience or to retrain controllers who have been absent from duty or away from home station 60 days or more. Tailor and document refresher training to meet the controller's training needs and cover all items missed, stressing new or changed procedures.

## 23. **Certification, Decertification, and Recertification.**

These actions will be at the discretion of the CP manager with recommendations from the CP training manager. CP management determines whether to certify maintenance controllers in CP operations.

23.1. **Certification.** Prior to final certification, the newly assigned trainee will:

23.1.1. Complete all areas of the UTP.

23.1.2. Complete a comprehensive training scenario and performance evaluation for each block and phase of the UTP.

23.1.3. Pass three 25-question, closed-book examinations covering EA procedures, operational reports (OPREP), and CP general knowledge subjects. The minimum passing score for these examinations is 90 percent.

23.1.4. Be interviewed by the CP chief or superintendent. Depending on the outcome of the interview, the trainee will either be certified by the wing commander or scheduled for additional training. **NOTE:** Controllers will not be recertified because of a change of certification officials.

## 23.2. **Decertification:**

23.2.1. Reasons to decertify a controller include:

23.2.1.1. Extended periods of absence.

23.2.1.2. Failure to maintain regulatory and locally established certification standards.

23.2.1.3. Withdrawal of the controller's security clearance.

23.2.2. Decertification procedures are as follows:

23.2.2.1. Accomplish decertification by the certification authority based on the recommendation of the CP manager.

23.2.2.2. Line through the certifying official's signature on the front of the AETC Form 820.

23.2.2.3. Document the decertification date, reason, and decertified duties on the back of the AETC Form 820.

23.3. **Recertification.** To recertify a controller after completion of refresher training:

23.3.1. Update the controller's AF Form 623a to reflect completed training.

23.3.2. Ensure the CP chief annotates and signs the controller's current AETC Form 820 to reflect refresher training completion.

**24. Performance Training.** This training is an additional aid to the training program. It is conducted at least quarterly, documented on AETC Form 822, and consists of two types of training (training scenarios and no-notice evaluations).

24.1. Training scenarios will:

24.1.1. Consist of at least five situations based on the UTP.

24.1.2. Include thought-provoking questions from more than one EAC or QRC at a time.

24.1.3. Stress and evaluate team coordination, EAC or QRC procedures, and operational reporting actions.

24.1.4. Be graded and critiqued to 100 percent. Controllers not achieving a Satisfactory rating will be administered supervised study covering their weak areas; and they will be reevaluated before assuming console duties.

24.2. Quarterly no-notice evaluations are used to ensure controllers are complying with established procedures. Areas requiring improvement will be addressed at this time.

**25. Inspection Testing.** The HQ AETC/IG CP inspector will test all certified controllers on EAP-AETC. Controllers failing an IG examination will be considered decertified until recertified according to this instruction.

## **Section F--Facilities and Equipment**

**26. Facilities.** If present facilities are functional and meet unit mission and security requirements, they will be considered adequate. Units should not modify existing facilities just to comply with this instruction. However, when units modify their CPs for other reasons, they must consider the requirements outlined below:

26.1. CP space requirements vary with the mission and number of organizations supported. Criteria for floor space is shown in AFI 32-1024, *Standard Facility Requirements*. An ideal layout of a CP facility would consist of an EA cell, battle staff area, administrative office area, operational reports area, training area, storage, and latrine facilities.

26.2. CP-designated controlled areas will use AFI 31-209, *Air Force Resource Protection Program*, its supplements, and local directives as a guide.

26.3. CP-designated restricted areas will use AFI 31-101, volume 1, *The Air Force Physical Security Program*, its supplements, and local directives as a guide.

26.4. Maintain the capability to operate from an alternate CP (ACP) to ensure minimum essential C2 functions (that is, establishing connectivity with controlling assigned resources, accomplishing time-critical reporting, etc.) can be continued if the CP is rendered unusable. This instruction is not written to force units to build a duplicate of the CP, nor does it provide justification to renovate a facility or purchase and (or) install dedicated communications. Access to dedicated class A telephone lines and a STU III are the only ACP communications requirements. However, relocating to a facility that provides access to other communications systems is highly desirable. If possible, the ACP should be located in a facility large enough to accommodate an emergency battle staff. The alternate facility may be shared with another organization as long as the controllers can receive and process EAMs in a secure environment without distractions.

26.5. Have emergency power capability. Maintain keys for access to the emergency power generator in the CP. As a minimum, ensure CP equipment is placed on line with this generator.

26.6. Ensure an adequate number of applicable CP displays is available to support the wing's mission. Sizes may vary depending on space available, but displays should be large enough to allow easy reference. All displays must be approved by the CP manager. Establish procedures to immediately cover classified displays and or logs when personnel enter the CP area who do not possess a proper security clearance and or have a need to know.

**27. Equipment.** Minimum CP equipment includes:

27.1. Class A telephone service. Maintain sufficient lines (at least two) with one having immediate precedence access to the DSN and direct access to commercial lines to facilitate contact with civilian agencies, key personnel, oncall staff personnel, etc. Equip all administrative and secure telephone handsets and headsets with push-to-talk features.

27.2. Commander's land mobile radio (LMR) or equivalent telephone system. If the LMR net system is used, controllers must have the capability to seize the commander's net when required.

27.3. Adequate STU-III telephones to support daily console operations and increased requirements during exercises and real world contingencies.

27.4. Dedicated AUTODIN access. If a dedicated AUTODIN terminal is not collocated within the CP, the commander will establish message delivery procedures to ensure immediate delivery of FLASH and IMMEDIATE traffic to controllers.

27.5. GCCS terminal.

27.6. Sufficient clocks to show local, ZULU, and appropriate reference times. These clocks should be battery-backup capable.

27.7. A sufficient number of General Services Administration (GSA) approved safes to store classified material up to and including Top Secret (if applicable) and COMSEC material. Safes must meet the requirements of AFI 31-401, *Managing the Information Security Program*.

27.8. Local area network (LAN) connectivity. Include AETC CPs in the LAN at locations where a LAN is installed and operational.

**28. Optional Equipment.** CPs are highly encouraged to maintain the following equipment:

28.1. Tape recorders equipped with a device that automatically emits a distinct warning tone at 12- to 18-second intervals, indicating the conversation is being recorded.

28.2. A cross-cut shredder approved for the destruction of COMSEC material.

28.3. A cellular phone as a telephone backup system and to ensure connectivity during a CP relocation.

28.4. A video cassette recorder (VCR), copier, and color

television with local cable access to support the commander and staff during emergency or increased readiness operations.

28.5. Other equipment as necessary for sustained 24-hour operations such as refrigerator, microwave oven, etc., as allowed by the applicable table of allowances.

28.6. An ENS to support the checklist-notification process.

28.7. A weather-disseminating system for receiving weather information from the servicing weather facility.

**Section G--Higher Headquarters Support to AETC CP**

**29. Staff Assistance Visits (SAV).** SAVs are periodic visits by HQ AETC C2 personnel to subordinate units.

29.1. The purpose of the CP SAV program is to:

29.1.1. Provide assistance.

29.1.2. Identify structure and procedural deficiencies.

29.1.3. Solicit feedback and suggestions on how to improve C2 functions.

29.1.4. Identify excellent programs.

29.1.5. Evaluate compliance with established procedures.

29.2. The SAV team and CP management must be as open and honest as possible with each other to ensure a thorough and productive SAV.

29.3. The SAV team reviews any area requested by the unit to include documentation and controller performance.

29.4. The CP chief schedules an inbrief and outbrief between the wing commander, SAV team chief, CP chief, superintendent, and if necessary, training manager. During the SAV outbrief, all findings are debriefed and areas of concern are addressed at that time.

29.5. Major functional areas that may be reviewed by the SAV team are:

29.5.1. **Checklists.** Emphasis will be on accuracy, structure, and content.

29.5.2. **CP Daily Operations.** Emphasis will be directed toward checklists, OIs, logs, CIF, etc.

29.5.3. **Training and Certification.** Review will be specifically on training program compliance with written guidance, certification procedures, documentation, UTP,

and overall effectiveness of the training program.

29.5.4. **Performance Evaluation.** Administer and observe selected scenarios to provide a review of the overall training program. Controllers selected to perform these scenarios will not be decertified for poor performance.

29.5.5. **Operational Reporting.** The primary focus will be on the contents and guidance in the reports book and submission procedures.

29.5.6. **SORTS.** Review documentation, to include the training program, AETC SORTS formats, and designed operational capability (DOC) statements.

29.5.7. **Security.** Emphasis will be placed on information security, physical security, and CP entry procedures.

29.5.8. **Self-Inspection Program.** The primary focus will be on the format of self-inspection books, written guidance, program compliance, documentation, and overall effectiveness of the self-inspection program.

29.5.9. **Facility.** Emphasis will be placed on the general CP appearance, functionality, and utility of equipment, displays, etc.

29.5.10. **Management.** Attention will be paid to management policy and procedures, compliance with local directives and OIs, administrative practices and procedures, personnel and resource utilization, and overall CP effectiveness.

29.6. **Scheduling SAVs.** SAVs will not be conducted within 90 days or less of a scheduled IG inspection. Units desiring to schedule an AETC SAV should forward a request at least 90 days in advance of proposed visits. Address the request from the wing commander to the AETC AOS Commander (AETC AOS/CC). The request should contain the following information:

29.6.1. When you want the SAV conducted.

29.6.2. The name, and phone number of the CP point of contact (POC).

### 30. Policy and Procedures (PP) Bulletins:

30.1. AETC AOS/AOC is the OPR for and originator of AETC PP bulletin messages. These bulletins provide CPs with pertinent information on revised CP operations and guidance.

30.2. Each bulletin is transmitted as a GENADMIN message and will contain the source of the information (for example, HQ USAF, Air Force Operations Center (AFOC), AETC AOS/AOC, etc.).

30.3. PP bulletins will be assigned a consecutive number in an "XX-YY" format (that is, X will be the current calendar year and Y will be a number starting each year at 01).

30.4. Maintain a copy of all PP messages in a PP book. Post one copy of the message with the related directive, if applicable.

30.5. PP bulletins will be superseded with the publication of a formal change, revision, or another PP message.

30.6. AETC AOS/AOC will periodically send a clearance bulletin informing CPs which PP bulletins are still valid.

**31. CP Awards Program.** This program is designed to recognize individuals at the wing level who have demonstrated the highest measure of dedication, expertise, and professionalism in their assigned C2 duties. AETCI 36-2803, *Operations Recognition Program*, describes and establishes this program.

CHARLES H. COOLIDGE, JR., Major General, USAF  
Director of Operations

**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

AFMAN 10-206, *Operational Reporting*

AFI 10-207, *Command and Control*

AFI 21-101, *Maintenance Management of Aircraft*

AFPD 31-4, *Information Security*

AFI 31-101, Volume 1, *The Air Force Physical Security Program*

AFI 31-101, Volume 2, *The Air Force Nuclear Security Program Standards (UNCI) (FOUO)*

AFI 31-209, *Air Force Resource Protection Program*

AFI 31-401, *Managing the Information Security Program*

AFI 32-1024, *Standard Facility Requirements*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public and Interagency Air Force Information Collections*

AFI 37-132, *Air Force Privacy Act Program*

AETCI 10-201, *HQ AETC Duty Hours and Availability of Key Staff Members*

AETCI 10-204, *Availability of Air Education and Training Command (AETC) Commanders*

AETCI 21-101, Volume 2, *Maintenance Management of Aerospace Equipment*

AETCI 36-2803, *Operations Recognition Program*

***Abbreviations and Acronyms***

AFMS	Air Force manpower standard
AFOC	Air Force Operations Center
AFPC	Air Force Personnel Center
AFRS	Air Force Recruiting Center
ANG	Air National Guard
C2	command and control
CBC	controller basic checklist
CFETP	Career Field Education and Training Plan
COMSEC	communications security
CWC	Chemical Weapons Convention
DOC	deigned operational capability
EAC	emergency action checklist
EAM	emergency action message
EAP-AETC	emergency action procedures--Air Education and Training Command
EAP-CSAF	emergency action procedures--Chief of Staff, United States Air Force
GSA	General Services Administration
INF	Intermediate Range Nuclear Force
LAN	local area network

LMR	land mobile radio
MOA	memorandum of agreement
MOC	maintenance operations center
OI	operating instruction
OPREP	operational report
OS	Open Skies
POC	point of contact
PWS	performance work statement
QRC	quick reaction checklist
SAR	security access requirement
SOW	statement of work
START	Strategic Arms Reduction Treaty
UMD	unit manpower document
USMTF	United States message text format
UTP	unit training plan
VCR	video cassette recorder
WAPS	weighted airman promotion system
WMP	war and mobilization plan

### ***Terms***

**Address Indicator Group (AIG)**--A numerical address designator representing a predetermined list of specific and frequently recurring combinations of action and, if required, information addressees. AIGs are used to reduce the number of addressees that must be shown in the message heading, thus enhancing the speed of message processing in both administrative and telecommunications channels.

**Alternate Command Post (ACP)**--A relocation site the CP operates in the event the primary is rendered unusable.

**Automatic Digital Network (AUTODIN)**--The primary system used within DoD to send and receive electrical messages. A worldwide telecommunications network managed by the Defense Communications Agency (DCA) which provides for transmission and receipt of narrative and data-pattern messages.

**Battle Staff**--A specialized group of personnel designated by the commander to monitor, control, coordinate, and (or) direct actions during a contingency or emergency situation.

**Defense Switched Network (DSN)**--The basic general purpose telephone switched voice network of the Defense Communications System.

**Distinguished Visitor (DV)**--Military passengers (including those of friendly nations) of star, flag rank, or equivalent status to include diplomats, cabinet members, and members of Congress. Others may be designated as DVs due to their mission or position.

**Command Post (CP)**--The facility from which the commander directs actions to support the unit's assigned mission. The 24-hour focal point of the unit's operation. The CP receives, analyzes, displays, and disseminates orders, information, and requests pertinent to the assigned task.

**Command Post (CP) Controller**--An individual certified in emergency actions, reports, and (or) SORTS who acts as the executive agent for the commander to effect positive control of assigned forces and weapons systems.

**Command Post (CP) Manager**--The OIC, chief, superintendent, and (or) NCOIC directly in charge of the CP.

**Controller Information File (CIF)**--An expeditious means of passing information pertinent to controller personnel, CP procedures, and unit operations of a temporary or permanent nature.

**Emergency Actions (EA)**--The term used by command control agencies to identify action, procedures, and communications used during periods of tension or increased readiness.

**Emergency Notification System (ENS)**--A personal computer-based callout system which notifies designated personnel about information and records their individual responses.

**Global Command and Control System (GCCS)**--The global military command control system which provides the means for operational direction and technical and administrative support involved in the function of command control of US military forces.

**Operation Plan (OPlan)**--A plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based on stated assumptions and is the type of directive employed by higher authority to permit subordinate commanders to prepare supporting plans and orders.

**Policy and Procedures (PP) Bulletin**--Messages originated by AETC AOS/AOC, providing pertinent changes to guidance affecting command post operations.

**Randolph Command Center (RCC)**--The consolidated HQ AETC, HQ 19 AF, HQ AFRS, and 12 FTW command and control facility.

**Resource Augmentation Duty (READY) Program**--Identifies, places, codes, and trains people to meet augmentor needs for installation-level exercises, contingencies, wartime, or emergency situations according to AFI 10-217, *Resource Augmentation Duty (READY) Program*.

**Staff Assistance Visit (SAV)**--A HQ AETC staff visit containing a team of functional area experts who provide staff assistance to a wing's function, as requested.

**Status of Resources and Training System (SORTS)**--A JCS-controlled automated data system primarily created to provide the NCA and JCS with authoritative identification, location, and resource information.

**Treaty Control Officer (TCO)**--The person (normally assigned to the base plans office [XP]), who is the POC for all base arms control treaty matters. This person is responsible for developing local procedures, guidance, and compliance with treaty plans.

**ZULU**--Universal coordinated time which is used as the prime basis of standard time throughout the world.

## RECOMMENDED PUBLICATIONS

**NOTE:** This listing is provided as a guide to help CP chiefs determine which publications should be maintained in the CP publications library. The list is not all inclusive and is intended primarily as a guide. However, directives indicated by an asterisk (\*) must be maintained.

### A2.1. JCS/DoD Publications:

\*JCS Pub 1-03-05, *Joint Reporting Structure, Operational Status Reports.*

\*DoD Regulation 5200.1R/AFPD 31-4, *Information Security*

### A2.2. Air Force Publications:

\* AFIND2, *Numerical Index of Standard and Recurring Air Force Publications*

\* AFD 10-1, *Mission Directives*

\*AFI 10-201, *Status of Resources and Training System*

\*AFMAN 10-206, *Operational Reporting*

\*AFI 10-207, *Command and Control*

AFI 10-221, *Contingency and Wartime Deployable Airfield Operations Management* (to be published)

AFI 10-402, *Mobilization Planning*

\* AFI 10-801, *Assistance to Civilian Law Enforcement Agencies*

AFI 10-1101, *Operations Security (OPSEC) Instructions*

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*

AFI 11-206, *General Flight Rules*

AFI 11-221, *Air Refueling Management (KC-10 and KC-135)*

AFI 11-222, *Tanker Activity Report (RCS: HAF-XO(W)9375)*

AFI 11-401, *Flight Management*

AFI 13-201, *US Air Force Airspace Management*

AFI 13-202, *Overdue Aircraft*

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*

AFI 25-201, *Support Agreements Procedures*

\* AFI 31-101, Volume 1, *The Air Force Physical Security Program*

AFI 31-101, Volume 2, *The Air Force Nuclear Security Program Standards (UNCI) (FOUO)*

\* AFI 31-209, *The Air Force Resource Protection Program*

AFI 31-210, *The Air Force Antiterrorism (AT) Program*

\* AFI 31-401, *Managing the Information Security Program*

\* AFI 31-501, *Personnel Security Management Program*

AFI 32-1024, *Standard Facility Requirements*

AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios, Cellular Telephone, and the Military-Affiliate Radio System*

AFI 33-210, *Cryptographic Access*

\* AFI 33-211, *Communications Security (COMSEC) User Requirements*

AFI 36-108, *Air Reserve Technician (ART) Program*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFMAN 36-2234, *Instructional System Development*

AFI 36-2403, *The Enlisted Evaluation System (EES)*

AFI 36-2803, *The Air Force Awards and Decorations Program*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 37-122, *Air Force Records Management Program*

AFDIR 37-135, *Air Force Address Directory*

AFH 37-137, *The Tongue and Quill*

AFI 37-138, *Records Disposition--Procedures and Responsibilities*

AFI 37-160, Volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*

AFI 37-160, Volume 7, *The Air Force Publications and Forms Management Programs--Publication Libraries and Sets*

\* AFI 90-201, *Inspector General Activities*

AFI 91-202, *The US Air Force Mishap Prevention Program*



AFI 91-204, *Safety Investigations and Reports*

AFP 102-2, Volume 1, *Joint User Handbook for Message Text Formats (JUH-MTF)*

**A2.3. AETC Publications:**

AETCIND2, *Numerical Index of Standard and Recurring AETC Publications, AETC Computer Systems Manuals, and 19th Air Force Publications*

AETCIND9, *Numerical and Functional Index of AETC Forms and Numerical Index of Multi-Command and 19th Air Force (19 AF) Forms*

AETCI 10-202, *Contingency Operations and Preparation*

\* AETCI 10-204, *Availability of Air Education and Training Command (AETC) Commanders*

**A2.4. Miscellaneous:**

Joint Pub 6, volume II, part 2, chapters 3 to 10, *(FOUO) Operational Status Reports (OPREP, COACT, SITREP, NUDET)*

Joint Pub 6, volume V, *(FOUO) US Air Force Reporting Instructions (JRS)*

Joint Pub 25, volume I, *United States Message Text Formatting Program*

AFKAO-1, *USAF Voice Call-Sign Instructions*

AFKAI-1 (C) *USAF Voice Call-Sign List (U)* (Flying Unit CPs only)

AFKAG-1, *Routine Destruction and Emergency Protection of COMSEC Material (U)*

\* AKAC-L506, *Triad Authentication System*

\* EAP-AETC, *Emergency Action Procedures-Air Education and Training Command*

**SAMPLE MANNING REPORT FORMAT**

(Date)

MEMORANDUM FOR: AETC AOS/AOC

FROM: (Your unit office symbol)

SUBJECT: Monthly Command Post (or Maintenance Operations Center) Manning Report

**1. ASSIGNED PERSONNEL:**

GRADE/NAME SSN	CAFSC	TITLE / POSITION NUMBER DOR/DAS/OSRD (Short)/OSRD (Long)
Maj Sharon F. Dean 000-00-0000	86P0	Chief, Cmd & Cntrl Flight/0000000 1 Aug 93/9 Nov 95/1 Nov 95/1 Dec 88
Capt John A. Ward III 000-00-0000	86P0	Deputy Chief, Cmd & Contl Flight/0000000 1 Aug 93/9 Nov 95/N/A/1 Nov 95
SMSgt Gwendolen M. Jarecki (A) 000-00-0000	1C391	Superintendent/0000000 1 Aug 93/9 Nov 95/1 Nov 94/3 Jan 88
MSgt George B. Shaw 000-00-0000	1C371	NCOIC Training/0000000 1 Aug 93/9 Nov 95/1 Nov 95/N/A
TSgt Radar O'Riley 000-00-0000		1C371 CP Controller/0000000 1 Aug 93/9 Nov 95/1 Nov 95/N/A
SrA Jane H. McCloud (#5102) 000-00-0000	1C351	CP Controller/0000000 1 Aug 93/9 Nov 95/N/A/N/A
A1C / Vacant	1C351	CP Controller/0000000

**2. READY CONTROLLERS:**

GRADE/NAME/OFFICE	CAFSC	DATE CERTIFIED
SSgt Tyler Heckman, XX MSS/DPMM	3A071	2 Jun 95
SrA Jessica Montgomery, XX FTW/JAG	3U071	21 Apr 93

**3. LOSSES/GAINS/TDYS:****a. PROJECTED LOSSES: 3**

- Capt Ward PCS to Mildenhall AB, UK: RNLTD 01 Jan 97, projected departure date 2 Dec 96.

**b. PROJECTED GAINS: 1**

- Amn Trudy A. Phillips from 1C3X1 Tech School, RNLTD 12 Sep 96. Estimated arrival 11 Aug 96. Projected Position Number 0008495.

**c. CURRENT/PROJECTED TDYS: 1**

- MSgt Shaw at San Vito, Italy for 120 days. 6 Apr 96 - 5 Aug 96

4. REMARKS: (Include any approved waivers or information to let the functional manager know your unit's present or future status.)

a. SrA McCloud is on convalescent leave for back surgery. Estimate return 1 Jun 96.

b. With the arrival of Amn Phillips our manning will increase to 100%.

(Signature Element of CP Chief)

THIS INFORMATION IS GOVERNED BY THE PRIVACY ACT OF 1974. THEREFORE, IT MUST BE CONTROLLED  
AND DISPOSED OF ACCORDINGLY.

**SUGGESTED TOPICS FOR COMMAND POST (CP) OPERATING INSTRUCTIONS (OI)**

**NOTE:** This listing is not all inclusive.

Additional CP Duties

Alternate CP Procedures

Communications (System Listing and Outage Procedures)

Communications Security (COMSEC)

Computer Security

Controller Duties and Responsibilities

Controller Information File (CIF)

Equipment Operation (Emergency Power, ADP, Alarm Systems, etc.)

Information Security

Operational Reporting

Physical Security (CP and Associated Facility)

Training and Certification of Personnel

## **SUGGESTED TOPICS FOR QUICK REACTION CHECKLISTS (QRC)**

**NOTE:** This listing is not all inclusive.

Aircraft Accident/Incident

Aircraft Emergency

Aircraft Evacuation/Diversion

Anti-Hijacking/Aircraft Theft

Bird Strike/Bird Hazard

Bomb Threat

Chemical Weapons Convention Inspection

Covered Wagon

CP Evacuation/Relocation

Death/Injury of Personnel

Disaster Response

Distinguished Visitor Arrival

Dropped/Jettison Object

Explosive Ordinance Disposal (EOD) Assistance

Fuel Jettison

Ground Emergency

Hazardous/Toxic Liquid Spill

Helping Hand

Hostage Situation

Inspection Team Entry Procedures

Intelligence /Warning Orders

Medical Evacuation

Open Skies Inspection

Overdue Aircraft

Personnel Recall

Runway Closure/Impairment

SAFE HAVEN/Department of Energy (DOE) Shipment

Search and Rescue Operations

THREATCON

Weather Advisory/Warning

## SAMPLE TRAINING MEMORANDUM

(Date)

MEMORANDUM FOR: COMMAND POST CONTROLLERS

FROM: CP Training Manager

SUBJECT: (Month) CP Training Requirements

1. The formal training meeting is scheduled for 1300L, 26 Mar 97. This is a mandatory formation for all controllers except those excused by the CP management.

2. Self-study CROs including subtasks are (*self-study references are located within each of the assigned CROs*):

- EAP-AETC
- AFMAN 10-401, Chap 1 and 2
- AFMAN 10-206/Sup 1, Chap 1-6, 13
- AFI 31-101, Chap 1-6
- AFMAN 32-4005
- AFI 31-401, Chap 1-4
- AETCI 21-104
- XAFB Plan 851
- XAFB MOB Plan 28-5
- XAFB Plan 502
- XAFB OPLAN 32-1
- AETC WMP III, Annex A-Y
- OIs 10-3, 10-4, 10-5, 10-207, 33-211, 33-212, 32-2001, 31-1, 31-2
- AFSSI 8200
- AFKAO-5A
- QRCs A6-A10 and D1-D2

3. Complete open-book test 97-02 located in the CP training book. Suspense is COB 1600L, 24 Mar. The closed book EA test will be administered by the CP training manager.

4. Quarterly evaluations (QEs) will be conducted this month. Specific dates and times will be posted in the CIF. Sessions are approximately 2 hours prior to your swing shift. This is a mandatory formation.

5. Guest briefer will be Maj Rinehart of Base Operations. All briefings will be according to (*local reference*). Ensure slides contain appropriate classification markings. The controller briefing disk is located in the training book. All briefings must be reviewed by the Training Manager NLT 20 Mar. The following personnel will present a briefing at the training meeting on the area indicated:

- |                  |   |
|------------------|---|
| a. TSgt O'Riley  | - Phase E04, USMTF Message Preparation              |
| b. SrA McCloud   | - Phase E02, Reporting Significant Events (OPREP-3) |
| c. MSgt Shaw     | - Open Skies  |
| d. MSgt Shaw     | - CP Reports  |
| e. SMSgt Jarecki | - CP Superintendent Comments                        |
| f. Maj Dean      | - CP Chief Comments                                 |

6. POC for any questions is the training manager.

(Signature Element of CP Chief)